Master City of San José Consultant Agreement Approved Service Order

(Airport Capital Projects)

Cover Page							
1a.	CPMS Contract No.: None Airp	oort 23-004	1b.	AC Contract No.: N	N/A; GILES 663899-	000	
2.	Approved Service Order No. 4						
3.	Consultant's Name: Abadjis S	ystems, Ltd., dba ASLPM					
4.	Project Name: Project Manage	ement Support Services					
5.	Project Location: Norman Y. M	ineta San José International A	Airport				
6.	The Consultant and the City wi and Attachments "A" (Tasks), " references.						
7.	Budget/Fiscal:						
	a. Current unencumbered ar	nount in Master Agreement:			\$	200,000.00	
	b. Maximum Service Order (Compensation for this Appre	oved Service O	rder:	\$	200,000.00	
	c. New unencumbered balance	e in Master Agreement (7.a –	· 7.b):		\$	00.00	
	 Appropriation Certification Compensation is available Order. Fund: 527 Fund: 	n: I certify that an unexpende in the following fund(s) and the Appn: 408Q Appn:	at such fund(s) v RC: 19	vill be encumbered to		ed Service 0.00	
	Fund:	I: Email: aida.ballou@sanjoseca.gov Date: 12/15/2022 GMT	Br. Ballou		Amount: \$		
8.	Deputy Director of Planning Development Approval:	and	me				
9.	Consultant Approval:	Englin Aryazdi Gisanjose Davi Al 2/14/2022 GMT	EUsa	nna			
10.	Approval as to Form (City At	torney):					
	Service Order Form Approved by the Office of the City Attorney						
	,	Compensation is \$100,000 or	less, and the pr	ovisions of the servic	e order form are not	altered.)	
	Approved as to Form:						
Form	Name: Master Consultant Agre	ement (Airport Capital Project	s)			Page: 1 of 1	

Master Agreement AC No.: N/A; Giles 663899-000 Consultant: Abadjis Systems, Ltd., dba ASLPM Service Order No. 4

> Attorney Jon Calegari

Jon Calegari

DAN CALEGORING DEPUTY CITY ATTORNEY

11. Director of Aviation Approval:



DOLLN 2AU 2022 GMT.A.E.

Attachment A: Tasks

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the satisfaction of the City's contract manager.

General Description of Project for which Consultant will Provide Services: Consultant will provide Project Management Support services for the Airport's Tenant Improvement Projects.

Task No. 1: Project Management Support Services

- A. <u>Services</u>: Consultant is to provide Project Management Support Services for Tenant Improvement Projects. Services shall include but are not limited to:
 - a. Pre-Construction meetings
 - b. Weekly progress meetings with contractors, tenants and design team.
 - c. Coordination between Airport and tenant stakeholders.
 - d. Project Cost and Controls services.
 - e. Construction Observation and Quality Control services.
 - f. Construction Administration services.
 - g. Utility shutdowns and management.
 - h. COVID19 Design & Construction Impact Management
 - i. Coordination of punch list items.
 - j. Project close-out services.
 - k. As-Built and Record Drawing management services.
 - I. Other services as requested by the Airport.
- **B.** <u>Deliverable</u>: Weekly reporting and progress photos of accomplishments in the attached format (Attachment D) and three-week look-ahead schedule for each of the projects that are currently under construction.
- **C.** <u>Completion Time</u>: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
 - On or before the following date: <u>December 31, 2023</u>
 - On or before _____ Business Days from ______

Attachment B: Terms and Conditions

1. <u>City's Contract Manager</u>: The City's contract manager for this Approved Service Order is:

Name: Kirk Ruffo	Phone No.: 408.392.1139
Department: Airport Planning & Development	E-mail: <u>kruffo@sjc.org</u>
Address: 1701 Airport Blvd Ste B-1130 San Jose, CA	

2. <u>Consultant's Contract Manager and Other Staffing</u>: Identified below are the following: (a) the Consultant's contract manager for this Approved Service Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. If an individual identified below does not have a current Form 700 on file with the City Clerk for a separate agreement with the City, and is required to file a Form 700, the Consultant must comply with the requirements of Subsection 17.2 of the Master Agreement, entitled "Filing Form 700."

	Required to File Form 700?			
Consultant's Contract I	Yes Already Filed (Date Filed)	Yes Need to File	No	
Name: Saif Elbanna	Phone No.: (858) 336- 7577		X	
Address: 450 B St., Suite 720, San Diego, CA 92101	E-mail: selbanna@aslpm.com			
Other Staffing				
<u>Name</u> :	Assignment:			
1.				
2.				
3.				

- 3. <u>Subconsultants</u>: Whichever of the following is marked applies to this Approved Service Order:
 - The Consultant can *not* use any subconsultants.
 - The Consultant can use the following subconsultants to assist in providing the required services and deliverables:

Subconsultant's Name	<u>Area of Work</u>
1.	
2.	
3.	

- 4. <u>Reimbursable Expenses</u>: If the Compensation Table set forth in Attachment C of this Approved Service Order states that the City will reimburse the Consultant for expenses, then only the expenses identified in Subsection 10.5.3 of the Master Agreement are Reimbursable Expenses unless the following box is marked and additional reimbursable expenses are set forth:
 - In addition to the expenses identified in Subsection 10.5.3 of the Master Agreement, the following expenses are Reimbursable Expenses:

	Additional Reimbursable Expense(s)	<u>Mark-up</u>
1		
2		
3		

Notwithstanding the foregoing, any additional reimbursable expense(s) set forth in the above table will be disregarded if the Compensation Table states that the City will *not* reimburse the Consultant for any expenses.

Attachment C: Compensation Table

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement.

Part 1 – Compensation for Services and Deliverables								
Column 1 Column 2		Column 3			Column 4			
Task Nos. from Attachment A	Basis of Compen	sation	Invoice Period			Compensation		
1	☐ Time & Materials	Fixed Fee	Monthly	Completion of Task(s)	Completion of Work	\$ 200,000		
	Time & Materials	E Fixed Fee	Monthly	Completion of Task(s)	Completion of Work	\$		
	Time & Materials	E Fixed Fee	Monthly	Completion of Task(s)	Completion of Work	\$		
	Time & Materials	E Fixed Fee	Monthly	Completion of Task(s)	Completion of Work	\$		
Part 2 – Reimbursable Expenses								
No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.			Expenses are separately reimbursable in the maximum amount of:			\$		
Part 3 – Subconsultant Costs								
Subconsultant costs are <i>not</i> separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.			Subconsultant costs are separately compensable in the maximum amount of:			\$		
Maximum Service Order Compensation (sum of Parts 1 through 3):						\$200,000		